



Top 10 Things to Remember

when using



Initial Application:

1. When creating your new account, double check your Social Security Number and Date of Birth to make sure that the information is correct.
2. Remember your Username, Password and Security Answer. These will be used anytime you log into Uplink.
3. You must click on and complete all Additional Information Needed links in order for your application to be processed.
4. When your application is complete, click on the CS3 Job Matching system link located on the confirmation page (or enter the CS3 Job Matching System at www.in.gov/dwd under Job Seekers). Failure to register for employment in the CS3 Job Matching System may affect your eligibility for benefits.
5. When your application is complete, you will receive a confirmation number. After you receive your confirmation number, be sure to log off of your account. The logoff button is located in the top right corner of the screen. If you do not log off, other users may access your information.

Weekly Claim Vouchers:

1. You may use Uplink to file your weekly voucher on or after the Sunday of each week by clicking on the voucher link. The link to file your weekly voucher is not available until Sunday.
2. You must choose one of the three voucher options:
 - "File My Weekly Claim - NO WORK since last filing": You have not worked since filing your initial or last weekly claim voucher.
 - "File My Weekly Claim - STILL WORKING since last filing": You are currently working reduced hours or you have a part-time job.
 - "File My Weekly Claim - HAVE WORKED, NO LONGER EMPLOYED since last filing": You have worked since completing your last weekly claim voucher but have been separated from your employer. This option will direct you to provide information in order to file an additional claim.
3. READ and answer all questions carefully (some of these questions have been revised).
4. If you have worked, make sure that you report the gross (before taxes and deductions) amount of wages earned during the week you are claiming benefits.
5. Be sure to click on the Additional Information Needed link and complete all questions. There are three separate screens on which to enter each of your work searches. You must answer at least one question on each screen.